

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G



17 August 1965

To: All Training Officers of the Agency

CASH ADVANCES FOR AGENCY-SPONSORED PART-TIME COURSES AT LOCAL SCHOOLS

Arrangements have been made by the Office of Training to provide cash advances at the Headquarters Building for Agency employees approved to attend, under Agency sponsorship, part-time courses at local schools (see OTR Bulletin, August 1965 and [REDACTED] This arrangement eliminates individual hand-carrying of tuition advances to the new location of the Office of Finance in Key Building. However, this will require compliance with the following schedule if an advance is to be obtained: [REDACTED]

STATINTL

Wednesday, 25 August: Requests for Agency sponsorship in part-time courses given locally must be in the office of the Registrar/TR by the close of business that day. If not, no advance for tuition or fees can be arranged for the applicant.

Friday, 3 September: A member of the Registrar Staff will inform Training Officers of approval of training and eligibility to receive advances for Agency-sponsored training. The Training Officer will notify each employee concerned prior to 3 September.

Tuesday, 7 September -- Hours 10:00 A.M. to noon; 1:00 to 3:00 P.M. -- Room 1A-13: Cash advance will be given to each approved employee by a representative of the External Training Branch. Employees who have requested Agency sponsorship for their training should not report unless notified by the Training Officer that they have been approved to receive a cash advance.

ADMINISTRATIVE INTERNAL USE ONLY



ADMINISTRATIVE INTERNAL USE ONLY

Monday, 27 September -- Hours 9:30 A. M. to 1:00 P. M. --
Room 1D-1601: A receipt for the cash advance will be returned by the employee to the Chief, External Training Branch in Room 1D-1601 Headquarters Building. Receipts cannot be accepted through the mail.

NOTE: Employees desiring to attend local schools should check with their component Training Officers as soon as possible in order to meet deadlines and avoid last-minute hand-carrying of requests. Delays sometimes arise when cover arrangements and career board actions are involved.

ADMINISTRATIVE INTERNAL USE ONLY